

\*SSI Reg 600-8

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE  
Fort Jackson, South Carolina 29207-7070

REGULATION  
NO. 600-8

12 April 1996

Personnel Management  
RELIEF OF OFFICERS AND NONCOMMISSIONED OFFICERS

Supplementation of this regulation and establishment of  
local forms is prohibited without prior approval from  
this headquarters ATTN: ATSG-SB.

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## CHAPTER 1

## GENERAL

1-1. PURPOSE. To prescribe policies, procedures, and responsibilities for the relief-for-cause of Army officers and noncommissioned officers assigned for duty with the United States Army Soldier Support Institute (USASSI).

1-2. SCOPE. This regulation applies to all Army permanent party personnel, agencies, and schools assigned or attached to USASSI. Unless otherwise specified, the term "school" used in this regulation applies to the NCO Academy as well as other schools of the USASSI. The term "school commandant" applies to commandants of all USASSI schools to include the NCO Academy.

1-3. REFERENCES. In the event of a conflict between this regulation and an Army regulation, the Army regulation will prevail.

a. AR 600-20, Army Command Policy.

b. AR 623-105, Officer Evaluation Reporting System.

c. AR 623-205, Noncommissioned Officer Evaluation Reporting System.

d. AR 15-6, Procedure for Investigating Officers and Boards of Officers.

1-4. EXPLANATION OF TERMS.

a. Relief-for-cause is defined as the unscheduled removal of an officer, warrant officer or NCO from a specific duty or rateable assignment based on a decision by the individual's chain-of-command or supervisory chain that the individual's personal or professional characteristics, behavior or performance of duty warrant removal in the best interests of the organization and the Army.

b. Inefficiency is defined as demonstration by an individual of distinctive characteristics which reflect an inability to perform the duties and responsibilities of his/her rank and MOS/specialty. Accordingly, factors such as recent reclassification/rebranching, unavoidable malassignment and developmental experiences must be weighed before determining whether or not actual inefficiency exists which would warrant action under this regulation.

c. Misconduct is defined as wrongful or improper conduct which, for the purposes of this regulation, does not necessarily involve the commission of an offense considered punishable under the Uniform Code of Military Justice.

d. Willful neglect is related to misconduct and involves actions committed with reckless disregard for the consequences.

e. For the purpose of this regulation, the term "school SGM" includes the Battalion CSMs of the Training Support Battalion and the 369th AG Battalion. These two CSMs will perform the same functions as the "school SGMs" for cadre members of their respective battalions.

#### 1-5. POLICIES.

a. Officers and noncommissioned officers are the Army's leaders and are expected to set the standard for their subordinates. This is particularly important in a training environment. Inefficiency, misconduct or neglect cannot be tolerated. When necessary, appropriate action will be taken to relieve substandard or inefficient leaders.

b. Every relief action must be fully documented and expeditiously processed in fairness to the individual, the activity and the Army.

c. All relief actions pertaining to a commissioned officer, warrant officer or noncommissioned officer will be approved by the Commanding General, SSI, before any action is taken to relieve the individual from his/her assigned duties.

1-6. RESPONSIBILITIES. Commanders and supervisors at all levels will ensure relief actions are accomplished in a fair, yet timely, manner according to procedures outlined in this regulation and the references cited in paragraph 1-3.

## CHAPTER 2

### PROCEDURES

#### 2-1. GENERAL PROCEDURES.

a. Both AR 623-105 and AR 623-205 mandate initial counseling of officers and noncommissioned officers within thirty days of the beginning of a rating period. This counseling is for the purposes of establishing standards, defining assigned duties, responsibilities and setting goals for the rating period. In addition, both regulations require periodic counseling for the purpose of updating goals and assessing performance. All supervisors will adhere to these counseling requirements.

b. All additional counselings given with the intent of pursuing a possible relief action will be in writing, receipt acknowledged by the counseled individual and a copy provided to the individual.

#### 2-2. OFFICER RELIEF-FOR-CAUSE PROCEDURES.

a. An officer may be relieved at any time during a rating period. Regardless of the length of the rating period, an Officer Evaluation Report (OER) is required when an officer is relieved.

b. Relief for inefficiency or unacceptable duty performance:

(1) Prior to a decision to pursue a relief-for-cause, careful consideration should be given by the rating chain members to the experience level of the officer, resources provided or available to accomplish the mission and guidance provided to the officer. Relief of an officer for unacceptable duty performance or inefficiency prior to the initial counseling required by AR 623-105 should be pursued only in the most extreme circumstances. Extreme circumstances include circumstances where the soldier's performance or conduct will seriously jeopardize others or will cause irreparable and immediate harm to morale or discipline within a unit. The reasons for relief must be fully documented in writing and provided to the officer for rebuttal.

(2) Once a member of the rating chain determines that an officer should be relieved, the senior rater will discuss the circumstances with the school commandant or, in the case of the Training Support Battalion, the Deputy Commander, SSI. If a decision is reached that a relief-for-cause action should be pursued, the officer will receive a written counseling and notification of intent to pursue a relief-for-cause action. This notification memorandum will address the specific causes for the decision and be referred, in writing, to the officer (Appendix A). The officer will be given 5 working days to rebut the

allegations or present mitigating information. The officer will also be informed that the Commanding General, SSI, is the approval authority for all relief-for-cause actions involving officers.

(3) The senior rater will prepare a memorandum through the school commandant or Deputy Commander, SSI, requesting relief of the officer. This memorandum will address, as a minimum, specific reasons for the relief, length of time in the position, length of time in service and grade, and whether or not the officer is serving in a position authorized for his/her grade and specialty (Appendix B). The DA Form 67-8-1 (OER Support Form), any other applicable counselings, a copy of the written notification to the officer and any items submitted by the officer in rebuttal will be enclosed.

(4) In cases where the reasons for the proposed relief-for-cause are serious enough to warrant immediate removal of the officer from his/her duties, the school commandant or Deputy Commander, SSI, will inform the Commanding General, SSI, of the circumstances and obtain concurrence to temporarily suspend the officer from his/her assigned duties pending a formal relief action.

(5) In all cases involving relief of a commander, the Commanding General, SSI, is required by AR 600-20 to direct the relief-for-cause in writing.

(6) If the Commanding General, SSI, approves the relief-for-cause of an officer, a relief-for-cause OER will be initiated and processed in accordance with the provisions of AR 623-105, paragraph 5-18. The officer will be informed by the senior rater of his/her right to request a commander's inquiry and/or submit an appeal of the report. Officers desiring to use either of these options will be referred to the Training Support Battalion S1 for assistance.

c. If a relief-for-cause is contemplated based on the results of an informal AR 15-6 investigation, the referral procedures contained in AR 15-6 must be complied with before a relief-for-cause action is finalized.

d. Relief-for-cause actions involving misconduct or disciplinary action will be coordinated with the Staff Judge Advocate before action to relieve the officer is initiated.



2-3. NONCOMMISSIONED OFFICER RELIEF-FOR-CAUSE PROCEDURES.

a. A noncommissioned officer may be relieved at any time during a rating period. The minimum rating period and rater/senior rater qualification period for a relief-for-cause NCO Evaluation Report (NCOER) are 30 days. This 30 day minimum period may be waived by the Commanding General, SSI, in clear cases of misconduct.

b. Relief for inefficiency or unacceptable duty performance:

(1) Prior to a decision to pursue a relief-for-cause, careful consideration should be given by the rating chain members to the experience level of the NCO, resources provided or available to accomplish the mission and guidance provided to the NCO. Relief of an NCO prior to the minimum 30 day rating period and completion of the initial counseling required by AR 623-205 should be pursued only in the most extreme circumstances (see page 2-1). The reasons for relief must be fully documented in writing and provided to the NCO.

(2) In other than the most extreme cases cited above, the NCO's rater will conduct an initial corrective written counseling. The purpose of this corrective counseling will be to inform the NCO of his/her deficiencies, make recommendations and set goals to improve the NCO's duty performance. The NCO will be told that failure to improve his/her duty performance may lead to relief-for-cause. A copy of this counseling and any subsequent corrective counselings will be provided to the school SGM.

(3) The NCO will be given a 30 day probationary period to improve his/her performance. Weekly counselings will be conducted by the rater and senior rater. These counseling sessions should be used to discuss areas of improvement and those areas where additional improvement is needed.

(4) At the end of the 30 day probationary period, a determination will be made as a coordinated action by the rater, senior rater and the school SGM whether sufficient improvement has been made to discontinue the relief process. If sufficient progress has been made, the school SGM will inform the NCO that a file documenting the corrective counselings will be maintained by the school SGM for a period of one year or until the NCO assumes new duties and that recurrent problems may result in the relief-for-cause process being reinitiated at the same point at which it was discontinued. A recurrence of failure to perform at a later time in the rating period will not require a new probationary period and could result in immediate relief-for-cause.

(5) If, at the end of the 30 day probationary period, the rater, senior rater and school SGM feel that the NCO's improvement has been insufficient to justify retention in his/her duty position, the school SGM will present the case to SSI CSM. The SSI CSM will review the counselings and discuss the case with the rater, senior rater and the NCO. If the SSI CSM determines that all administrative requirements for relief have been met and that the NCO should be relieved, the NCO will receive a written counseling and notification of intent to pursue a relief-for-cause action (Appendix A). This notification will address the specific reasons for the decision. The memorandum will be referred, in writing, to the NCO and the NCO will be given 5 working days to rebut the allegations or present mitigating information. The NCO will also be informed that the Commanding General, SSI, is the approval authority for the relief-for-cause action.

(6) The senior rater will prepare a memorandum through the school commandant/battalion commander and the SSI CSM to the Commanding General, SSI, requesting relief of the NCO. This memorandum will address, as a minimum, specific reasons for the relief, length of time served in the position, length of time in service and grade, and whether or not the NCO is serving in an authorized position for his/her grade and MOS (Appendix B). The DA Form 2166-7-1 (NCO Counseling Checklist/Record), all applicable counseling statements, a copy of the written notification to the NCO and any items submitted by the NCO in rebuttal will be enclosed.

(7) If the Commanding General, SSI, approves the relief-for-cause, the NCO will be notified, in writing, of his/her relief-for-cause. If the rating period/rating chain qualifications are met, a relief-for-cause NCOER will be initiated and processed in accordance with the provisions of AR 623-205, paragraph 2-10. The NCO will be informed by the senior rater of his/her right to request a commander's inquiry and/or submit an appeal of the report. NCOs desiring to use either of these options will be referred to the Training Support Battalion S1 for assistance.

(8) If the Commanding General disapproves the relief-for-cause, the NCO will be informed in writing that the relief-for-cause file will be maintained by the school SGM for a period of one year or until the NCO is assigned other duties and that recurrent problems at a later date may result in reinitiation of the relief-for-cause process at the point that it was discontinued and may result in immediate relief-for-cause.

(9) If a relief-for-cause is contemplated based on the results of an informal AR 15-6 investigation, the referral procedures contained in AR 15-6 must be complied with before a relief-for-cause action is finalized.

(10) Relief-for-cause actions involving misconduct or disciplinary action will be coordinated with the Staff Judge Advocate before action to relieve the NCO is initiated.

(11) In cases where the reasons for the proposed relief-for-cause are serious enough to warrant immediate removal of the NCO from his/her duties, the school SGM and the SSI CSM will inform the Commanding General of the circumstances and request that the NCO be temporarily suspended from duties pending a formal relief action.



APPENDIX A

NOTIFICATION OF INTENT TO PURSUE A RELIEF-FOR-CAUSE ACTION

DEPARTMENT OF THE ARMY  
US ARMY SOLDIER SUPPORT INSTITUTE  
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG- \_\_\_\_ (600a)

MEMORANDUM FOR INDIVIDUAL'S RANK/NAME/SSN/SCHOOL/ACTIVITY

SUBJECT: Notification to Recommend Relief-for-Cause

1. The purpose of this memorandum is to inform you of my intent to recommend to the Commanding General, SSI, that you be relieved of your duties as (individual's duty title) effective immediately.

2. I've provided you ample time, guidance and opportunity to perform your assigned duties in an adequate manner. It is my belief that retaining you in your current duty position is not in the best interest of the organization and will only delay your inevitable relief from that position.

3. The specific reasons I am recommending your relief are:

a. (reason 1)

b. (reason 2)

4. You have five working days from this date to prepare and submit items of rebuttal or mitigating information to me. If, after considering these items, I decide to pursue your relief-for-cause, these items will be enclosed in my request for-relief-for-cause to the Commanding General, SSI.

(SR RATER  
SIGNATURE BLOCK

---

(INDIVIDUAL'S OFC SYMBOL) (ORIG OFC SYMBOL/DATE) (MARKS#) 1ST  
End

SUBJECT: Notification to Recommend Relief-for-Cause

Soldier's rank, name, SSN, unit and date of endorsement

FOR Senior rater's title, activity, address

1. I have read and understand the unfavorable information presented against me.
2. I will/will not submit items of rebuttal or mitigating information NLT \_\_\_\_\_.
3. I do desire to make the following statement or present the following documents at this time:

(OR)

4. I elect not to make any statement at this time.

(Soldiers's  
signature block  
\_\_\_\_\_

APPENDIX B  
REQUEST FOR RELIEF-FOR-CAUSE

ATSG-\_\_\_\_\_ (600a)

MEMORANDUM THRU (SEE 2-2b(3) - officer or 2-3b(6) - NCO

FOR COMMANDING GENERAL, SSI

SUBJECT: Request for Relief-for-Cause

1. IAW the provisions of Soldier Support Institute Regulation 600-8, I request that (rank/name/activity), be relieved of his/her current duties as (individual's duty position).

2. The reason(s) for this request are:

a. reason 1

b. reason 2

3. The following information is provided:

a. Date assumed duty position

b. DOR:

c. Length of time in service

d. Primary MOS/specialty:

e. Authorized grade/MOS/specialty of the position:


4. This action has been coordinated with all required parties as specified in SSI Regulation 600-8 and meets all regulatory criteria of that publication and AR 600-20.

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The proponent for this regulation is the Commander,  
Training Support Battalion. Users are invited to  
send comments and suggestions on DA Form 2028  
(Recommended Changes to Publications and Blank  
Forms) to the Training Support Battalion, ATTN:  
ATSG-SB.  
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